FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Director of Curriculum, Instruction, & Assessment

CONTRACT TYPE: .4 FTE Administrative (expected attendance = an average of 2 days per school calendar week, plus two days one week before school begins and two days one week after school ends for a total of 78 workdays/8 hours per day) No benefits

JOB GOAL: To facilitate and communicate a coordinated curriculum preK-8 that is based upon the standards approved by the Fremont School Board, to provide professional development to the teaching staff to implement the curriculum, and to train and assist the teaching staff to assess the standards accurately.

QUALIFICATIONS: 0008 NH Certification/eligibility certificate from the New Hampshire Department of Education as Curriculum Administrator
Masters in Curriculum

REPORTS TO: The Superintendent or the Superintendent's Designee

PERFORMANCE RESPONSIBILITIES:

Curriculum

- Reviews and is knowledgeable of all curricula used in the district
- Crosswalks and aligns the ELA, math, and science curriculum standards to the approved Fremont School District Standards
- Facilitates the completion of and input of all core curriculum maps into Curriculum Connector software
- Facilitates the completion of SLOs across the curriculum
- Prepares grade level curriculum tri-fold pamphlets for the public
- Maintains and updates the curriculum related webpages for the district
- Inventories all textbooks
- Creates and facilitates academic program reviews
- Approves and oversees all pilots involving academic programs
- Approves all staff requests for curriculum textbooks and materials during the budget process

Instruction

- Reviews and is knowledgeable of all instructional methods used in the district
- Provides professional development for the improvement of instructional skills of the teaching staff
- Assists the principal in the review of instructional skills of the teaching staff and makes recommendations for commendations and improvement among staff members

Assessment

- Reviews and is knowledgeable of all assessment used in the district
- Facilitates the effective assessment of curriculum standards
- Facilitates the improvement of the assessment process
- Facilitates the improvement of standards based reporting
- Is *not* responsible for the facilitation of NH State, NWEA, or other national testing processes

Other duties

- Attends faculty meetings at the request of the principal
- Facilitates the areas of the strategic plan, district, and building goals involving curriculum, instruction, & assessment
- As assigned by the Superintendent or the Superintendent's designee

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machines

Other Physical Consideration:

1. Twisting:	Rarely required
2. Bending:	Rarely required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and queries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only ____
2. Any beyond short demonstration up to and including 30 days ____
3. 30-90 days ____
4. 91-180 days ____
5. 181 days to 1 year ____
6. 1 to 2 years ____
7. 2 to 4 years ____
8. 4 to 10 years X
9. Over 10 years ____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.